

ALABAMA MEDICAID AGENCY

To: Patient 1st PMPs
From: Paige Clark, Program Manager, Patient 1st Program
Date: January 1, 2005
Re: P1-2

This is the second in a series of transmittal letters sent to PMPs to facilitate communication as the Patient 1st Program is re-implemented. Some PMPs indicated they did not receive the first letter therefore; much of the information from the first letter will be included in this edition, as well as new information.

These letters are considered policy and will serve as a means to address program issues and communicate policy changes. If you have questions concerning the reimplementation of the program please contact me at 334/242-5148, Gloria Wright at 334/353-5907 or Kim Davis-Allen at 334/242-5011. You may also contact us via email using the following addresses:

pclark@medicaid.state.al.us, gwright@medicaid.state.al.us or kdavis@medicaid.state.al.us.

Effective January 1, 2005, recipients in the following counties are “locked-in” to their assigned or chosen PMP.

Bibb	Blount	Chilton	Cullman	Fayette	Jefferson
Lamar	Pickens	Shelby	St. Clair	Tuscaloosa	Walker
Winston					

Effective February 1, 2005, recipients in these counties will be “locked-in” to their assigned or chosen PMP.

Autauga	Baldwin	Barbour	Bullock	Butler	Chambers
Choctaw	Clarke	Coffee	Conecuh	Covington	Crenshaw
Dale	Dallas	Elmore	Escambia	Geneva	Greene
Hale	Henry	Houston	Lee	Lowndes	Macon
Marengo	Mobile	Monroe	Montgomery	Perry	Pike
Russell	Sumter	Washington	Wilcox		

1. Every month PMPs will receive two lists. The first will be the initial assignment list and should be received around the first of each month. This list indicates recipients assigned for a future date.
2. The second is the monthly assignment list and should be received prior to the 1st of each month. This list indicates those recipients assigned to the PMP and is in effect for that month only.

Important: Continue to verify eligibility to determine Medicaid benefits and any changes to the recipient's PMP assignment.

3. If one or both of the above mentioned lists are not received, please contact the Provider Assistance Unit at 1-800-688-7989.
4. Any changes a PMP requires regarding provider enrollment information, (i.e. caseload, counties etc.) should be made by contacting Robin Fuller with EDS at 334/215-4154. The requests can also be faxed to EDS at 334/215-4298. Please send all requests on letterhead and include your Medicaid provider number.

5. A PMP can add specific patients to their panel, after the panel is closed, by mailing or faxing their requests on letterhead or by emailing the request to Paige, Gloria or Kim. Please be sure and include the nine digit Medicaid provider number to any correspondence sent. The Agency mailing address: 501 Dexter Avenue, Montgomery, AL 36103

FAX number: 334/353-3856

Email addresses: pclark@medicaid.state.al.us, gwright@medicaid.state.al.us,
kdavis@medicaid.state.al.us.

6. Routine PMP Change forms should be mailed to the agency or faxed to Customer Service at 334/353-5556.
7. Newborn Enrollment forms should be mailed to the agency or faxed to 334/353-3856.
8. In order to make the transition to Patient 1st easier, Medicaid will waive the PMP referral requirement until February 28, 2005. The Agency encourages following the referral process as you refer patients outside of your care, as well as having recipients complete a PMP change form as necessary.
9. For those PMPs who signed up for the electronic notices case management fee component, please submit the Electronic Delivery Form to EDS Provider Enrollment. The form was made available in the September 2004 Provider Insider and is available on the web at www.medicicaid.state.al.us.
10. The agency website (www.medicicaid.state.al.us) is an important source of Patient 1st information. Medicaid encourages PMPs to refer to this site for new and updated information.
11. The University of South Alabama (USA) and BC/BS (InfoSolutions) will be contacting those PMPs who agreed to work with our Disease Management initiative as individual counties are brought in to Patient 1st.
12. Case management fees will be reflected on the 1st checkwrite of the month. Please notify Patient 1st staff immediately if there are any noted discrepancies.
13.
 - a. Make sure your 24 hour access telephone number is correct and is the telephone number you want recipients to call for after-hour care. This number is published for that purpose.
 - b. Make sure your Patient 1st contact name and telephone number is correct. This is used by Agency staff to contact providers; therefore the contact person needs to be someone at your physical address.
 - c. Notify EDS within 30 days of any address change. Failure to do so may result in reassignment of recipients on your panel.
 - d. Any outstanding Patient 1st contract documentation should be mailed immediately to EDS' Provider Enrollment Department at 301 Technacenter Drive, Montgomery, AL 36117 or P.O. Box 241685, Montgomery, AL 36124, Attention: Robin Fuller

If you have questions regarding items 13.a through 13.b please contact Robin Fuller with EDS at 334/215-4154 or by FAX at 334/215-4298.